



State of Connecticut EXAM ANNOUNCEMENT

STATEWIDE PROMOTIONAL EXAMINATION FIRE LIEUTENANT

Applicants who submitted an application or CT-HR-26 do not have to reapply.

Employees who would like to apply a previous score to this promotional exam will need to complete the Promotional Examination Score/Application Request Form CT-HR-26 and submit it to the Department of Administrative Services prior to the closing date on the examination announcement. See General Letter 38 for more information.

ANNUAL \$63,527
SALARY: \$84,935

SALARY
GROUP: PS 15

APPLICATION CLOSING
DATE: JULY 11, 2016

EXAM
NO: 160530SPMAT

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

PURPOSE OF CLASS: In a state agency or airport facility this class is accountable for acting as a working supervisor of an assigned shift of Firefighters engaged in performing firefighting and fire prevention operations and the provision of crash rescue, emergency medical and crisis response services while assisting a Fire Captain in the supervision of a facility firefighting operation.

MINIMUM QUALIFICATIONS REQUIRED

THIS **PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY **JULY 11, 2016** HAS PERMANENT STATE STATUS*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Three years of experience as a Firefighter in an organized fire department at the level of a National Fire Protection Association (NFPA) Firefighter 2 or in the state firefighting service.

SPECIAL REQUIREMENT: (1) Incumbents in this class must obtain and retain National Fire Protection Association (NFPA) Fire Officer 1 certification. (2) Incumbents in this class must possess and retain a valid Motor Vehicle Operator's license with proper endorsements. (3) Incumbents in this class may be required to obtain and retain Emergency Medical Technician (EMT) certification or a Paramedic license. (4) Incumbents in this class may be required to possess and retain Department of Emergency Services and Public Protection, Office of State Fire Marshal, Fire Inspector certification.

WORKING CONDITIONS: Incumbents in this class may be exposed to a moderate amount of lifting equipment, danger of injury or loss of life during firefighting and crash rescue operations and handling of hazardous materials, significant mental stress in responding to life and death emergencies and to strongly disagreeable conditions including exposure to weather, loud noises, chemicals and hazardous materials.

CHARACTER REQUIREMENT: In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

KNOWLEDGE, SKILLS AND ABILITIES (KSA'S): Considerable knowledge of firefighting, fire prevention and crash rescue techniques; knowledge of emergency medical services techniques; knowledge of hazardous materials and instrumentation; knowledge of fire inspection and prevention techniques; knowledge of fire safety codes; some knowledge of training practices and procedures; considerable interpersonal skills; oral and written communication skills; ability to evaluate emergency situations and develop effective courses of action; ability to work under pressure; ability to prepare reports; ability to utilize computer software; some supervisory ability.

THE EXAMINATION WILL BE COMPOSED OF:

PART
EXPERIENCE AND TRAINING

WEIGHT
100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT: (1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below.

Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Fire Lieutenant include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Fire Lieutenant cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience providing firefighting and rescue, fire prevention activities, emergency medical services, equipment maintenance and communications. Include experience assessing emergency requirements, formulating a plan of operation, coordinating information transfer, providing life safety and evaluating and securing areas contaminated by hazardous materials. Indicate your experience ensuring compliance with life safety codes, reviewing building plans and testing fire prevention equipment i.e. fire alarms, sprinkler systems, etc. Describe your experience documenting emergency and routine actions as well as communicating those records to appropriate authorities or parties. Detail your experience in crash rescue techniques as applied to airports and aircraft crash situations. Also detail your experience with Evacuation Score Determinations as applied to group home settings. (2) Lead/supervisory experience. Describe experience leading or supervising staff in the performance of firefighting functions as well as in the performance of routine duties. Include the number and titles of staff that you led/supervised, and describe your duties delegating operational tasks, formulating shift assignments, enforcing established policies and standards, conducting or providing input in employee performance evaluation, conducting necessary corrective and disciplinary action and providing educational instruction and training. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) **Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process.** (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by **JULY 11, 2016.** (5) Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, CT 06106-1658 (Secure Fax #860-622-2910) **If faxing materials, keep a copy of your completed application form, exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by August 25, 2016.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at State agencies.

*For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).
7350

Reissued 6/27/16 due to missing Special Requirements; originally 6/16/16

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.